

**Tennessee Department of Health
Division of Family Health and Wellness**

Position Name: Program Director, Birth Defects Coordinator

Job Classification: Public Health Program Director 2 (Executive Service)

Education: Bachelors or Masters of Public Health (preferred, experience with public health or community based experience may be substituted), Nursing, or Social Work

Overview: Effective January 1, 2017, the Department of Health began collecting reports of cases of specific birth defects due to the risk of microcephaly and other neurologic birth defects associated with Zika virus. There is an important need for timely identification and comprehensive follow-up. With support from the CDC, the Tennessee Birth Defects (TNBDS) data will be used to monitor any changes in the incidence of these birth defects, ensure timely referral to services, and enhance care coordination for affected infants.

The Program Director will be responsible for the overall tracking and reporting of health and developmental outcomes of infants born with microcephaly and other birth defects and follow up on all Congenital Zika virus exposed infants for first year of life. Additionally, the Program Director will serve as the liaison between federal funders and Department staff, completing all reporting requirements for the cooperative agreement with the Centers for Disease Control.

Ideal candidate will have:

Knowledge of Case Management principles and practices.

Knowledge of children's programs, such as Medicaid, CYSHCN, SSI, NBS, NBHS, and Early Intervention.

Knowledge of quality assurance and technical assistance policies and procedures.

Skill in using computer software programs in word processing, spreadsheets, databases, electronic mail and Internet, specifically MS Word, PowerPoint, Excel, Access and Outlook.

Skill in compiling monthly reports, travel reports, and time activity reports.

Skill in providing presentations and trainings.

Skill in conflict resolution, mediation, and problem solving.

Ability to work effectively as a team member in an interdisciplinary setting.

Ability to interpret and apply program policies and procedures. Ability to provide professional leadership.

Ability to maintain confidentiality.

Ability to provide training and technical assistance to professionals.

Ability to speak and write effectively and to address audiences in a professional manner.

Duties Include:

The PD2 will utilize and strengthen existing infrastructure by collaborating with professional and community partners to track all zika exposed infants' health and development outcomes for those referred to and/or participating in programs by the PHNC2 through the first five years of life. The PD2 will:

- Follow up with families to determine involvement and satisfaction with services through existing partnerships with Parent to Parent of Tennessee, a program of Tennessee Family Voices that connected them to other families who are dealing with similar issues; the medical specialists providing care to infant including pediatrician and specialists such as neurologists; the Tennessee Early Intervention Specialist Program; and the Title V Maternal and the Children's Special Services Program.

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- Gather data to report aggregate information on the percentage of families with a patient-centered medical home and the percentage that have adequate health insurance coverage (public or private).
- Establish and coordinate an advisory committee to guide the department in establishing and maintaining the birth defects program. The committee shall include members representing the disciplines of obstetrics and gynecology, pediatrics, genetics, epidemiology, biostatistics, hospital administration, state agency service providers, parents of children with birth defects, members of interested nonprofit organizations and members of the general public. The advisory committee shall annually evaluate the adequacy of the registry, report their findings annually to the appropriate standing committees of the general assembly, and evaluate the current birth defects prevention initiatives undertaken by the state, and will give guidance for improvement of these initiatives or for the addition of new prevention strategies.
- Coordinate training and educational opportunities to build the capacity of providers to serve and refer children through the offering of CME events on brain malformations and sequelae from brain malformations, including neurodevelopmental disabilities like microcephaly, autism, etc.; Podcasts on Zika, brain malformation, and related neurodevelopmental disabilities; and in person meetings across the state for a wide range of partners including community pediatricians, pediatric nurse practitioners, and specialists such as developmental-behavioral pediatricians as well as Tennessee Primary Care Association Members.
- Design and disseminate Patient Centered Medical Home and Behavioral Integration tools to improve the management of behavioral health issues among infants and young children with microcephaly and other neurological disorders.
- Develop and disseminate information about the birth defects program and registry to hospitals and specifically the participating perinatal centers that will be made available to the family that explains and describes the purpose and process of the registry and how confidentiality will be protected. The information shall be made available in format that meets the requirements imposed by TCA § 68-5-508.

Interested applicants should send CV and letter of interest to Jacqueline Johnson at Jacqueline.Johnson@tn.gov

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.